

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

INDUSTRIES PRODUCTION LEADER

JOB DESCRIPTION

Employees in this job direct prison factory production operations within Michigan State Industries in the Department of Corrections, overseeing and training prisoners in areas as the manufacture of metal or wood furniture, shoes, textiles, license plates, signs, janitorial/soap products, garments, meat or dairy/juice processing, or in service production such as laundry. Employee has responsibility for overseeing prisoners involves both custody and work performance.

There are three classifications in this job.

Position Code Title – Industries Production Leader-E

Industries Production Leader 8

This is the entry level. As a trainee, under close supervision, the employee performs a range of industries production assignments while learning the methods of the work.

Industries Production Leader 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing an expanding range of industries production assignments.

Industries Production Leader E10

This is the experienced level. The employee performs a full range of assignments using considerable independent judgment to make decisions necessary for the efficient production of a specific commodity.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Oversees prison factory production activities in a specific industry.

Develops and maintains a training program for prisoners in factory production.

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Assists in the design and development of new products and procedures.

Selects the kind, grade, and quality of materials to be used.

Maintains control of critical implements and materials in accordance with standards and policies.

Orders, receives, and disburses supplies and materials according to prescribed procedures.

Maintains a production schedule supplied by the factory superintendent.

Maintains records and prepares reports.

Directs the use, maintenance, and adjustment of machinery.

Inspects finished goods for uniformity and compliance with specifications.

Oversees the unloading, wrapping, crating, shipping, and billing of goods.

Prevents waste and controls costs.

Reads and interprets blueprints and schematics of production equipment and items to be manufactured.

Works with the custody staff in providing proper security and supervision in the factories.

Interviews and counsels prisoners with regard to their work performance.

Monitors and maintains a healthy and safe work environment.

Maintains harmonious relations in the factory.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of plant layouts.

Knowledge of manufacturing methods and practices for the goods being made.

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Knowledge of methods of maintaining efficient production.

Knowledge of standards of operations.

Knowledge of inspection methods.

Knowledge of occupational hazards and safety precautions.

Knowledge of federal and state health and sanitation standards, freezer and cooler temperature control, and cleanliness in the care of meats, and/or raw and processed dairy and juice products, and the work area.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of basic interpersonal problem resolution techniques.

Ability to direct and instruct prisoners.

Ability to direct machine setup and operation.

Ability to monitor and maintain quality of products and services.

Ability to monitor and ensure the proper use of implements and materials.

Ability to organize workers and materials for assigned work.

Ability to evaluate and counsel prisoners as to their capabilities.

Ability to maintain composure during stressful situations.

Ability to maintain proper health and safety conditions.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Working Conditions

Job requires contact with prisoners.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, that would impair effective performance in the Department of Corrections.

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Education

Educational level typical acquired through completion of high school.

Experience

Industries Production Leader 8

One year of specific skilled trades experience in such industries as: metal or wood furniture, textiles, janitorial/soap products, sawmill, sign, garment, mattress, shoe, laundry, meat or dairy/juice processing, or license plate production.

OR

One year of entry-level experience that involves direct supervision of Department of Correction's prisoners.

Industries Production Leader 9

Three years of specific skilled trades experience in such industries as: metal or wood furniture, textiles, janitorial/soap products, sawmill, sign, garment, mattress, shoe, laundry, meat or dairy/juice processing, or license plate production.

OR

One year of experience as an Industries Production Leader 8.

Industries Production Leader E10

Four years of specific skilled industrial experience, including one year of production supervisory experience equivalent to an intermediate-level Industries Production Leader in such industries as: metal or wood furniture, textiles, janitorial/soap products, sawmill, sign, garment, mattress, shoe, laundry, meat or dairy/juice processing, or license plate production.

OR

One year of experience as an Industries Production Leader 9.

Special Requirements, Licenses, and Certifications

Applicants for the Industries Production Leader 9 and E10 classifications will be considered for appointment to positions in industries based on relevant experience.

Some positions within this job are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated State vehicle.

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The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
INDPROLDR	Industries Production Leader

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Industries Production Leader-E	INDPLDRE	A31-014

ECP Group 1
Revised 12/11/2000
SH/VLWT/GH/JBS